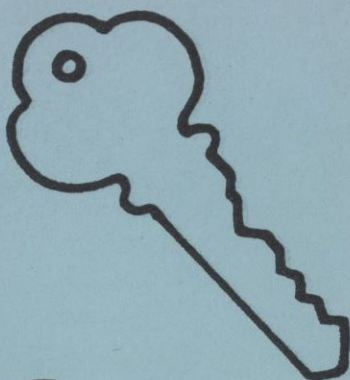


1960

1960's Resident Handbook

State University of New York College at Cortland

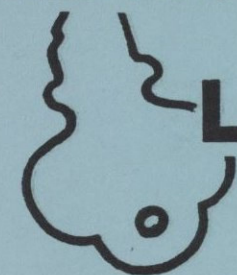
**YOUR
KEY**



TO



RESIDENCE



LIVING

**STATE UNIVERSITY OF NEW YORK
COLLEGE AT CORTLAND**



WELCOME TO CORTLAND

TO THE UPPERCLASS WOMEN OF CORTLAND

We have been looking forward to your return to campus and would like to take this opportunity to wish you every success in the year ahead. As soon as possible, please take time out to introduce yourself to your assistant dean and to any of the resident assistants who may be new to you.

Please read this booklet carefully. As in the past, we are relying on the example you set for freshmen and transfer students. We hope you will extend yourself to newcomers, whether or not they are in your living unit. There is little doubt in our minds that much of the positive feeling exhibited by newcomers to Cortland is due to the warmth and interest expressed by our upperclass women. We hope this pattern will repeat itself this year.

We ask, not just for placid cooperation with hall regulations, but for active commitment so that we may all realize, to the fullest extent, the objectives of our Residence Hall System.

Your Assistant Deans

TO THE FRESHMEN WOMEN OF CORTLAND

We are looking forward to welcoming you personally to our residence halls and to sharing with you the many experiences that you will encounter this year. Please take time to introduce yourself soon.

For at least one year at Cortland you will be living in a residence hall where you will be offered many exciting opportunities. One of these is the opportunity to meet women from all over the state, and in some halls, from other parts of the world. You will be encouraged to attend social, cultural and academic activities within your residence hall. We urge you to take advantage of such opportunities to supplement the knowledge you will gain in the classroom.

We hope this booklet will answer some of the questions you may be concerned with. Please feel free to raise any further questions with your resident assistants.

Your College has high expectations of you as a person of fine ideas and excellent standards of performance, both within and outside the classroom. The way that you face your responsibilities here will be indicative of your success in the future. It is our sincere hope that you leave this college as mature, competent young women who are intent on making a real contribution to your communities.

Your Assistant Deans

RESIDENCE HALL OBJECTIVES

The residence halls at State University College at Cortland are centers of learning in which the individual student is encouraged to explore and to develop his personal and intellectual potential.

The residence hall staff, working within the philosophy of the student personnel department, endeavors to assist the individual student in this process through:

1. Establishing a personal relationship with each individual student and providing an atmosphere in which he can obtain assistance in dealing with his personal and educational concerns.
2. Providing and encouraging participation in small group experiences that supplement, extend, and enrich those of the classroom.
3. Encouraging interchange of values and ideas within the group living situation to the end that the residents act on the basis of examined beliefs and values and are concerned about themselves, other individuals and the world.
4. Guaranteeing the student freedom to learn by experimenting, erring, and assuming responsibility for his own actions through student government, group and self-discipline, and participation in the formulation of policies.
5. Encouraging the profitable and self-satisfying use of leisure time through the utilization of the social, cultural and recreational resources of the college and community.

YOUR RESIDENCE HALL STAFF



YOUR ASSISTANT DEAN

Each of the women's residence halls is under the direction of an assistant dean of students. The assistant dean holds a master's degree in the field of student personnel and guidance and is ready and happy to discuss and help you with your problems, whether they are of a personal, academic, or vocational nature. Do avail yourself of the opportunity to meet and talk with her.

RESIDENT ASSISTANTS

The resident assistants work directly under the assistant deans. These are girls who are carefully chosen on the basis of scholarship, character, personality, and their willingness and ability to help others.

The resident assistants share in the responsibilities for the efficient operation of our halls, are ex-officio members of student groups within the halls, and often serve as sources of information for questions or problems you may encounter.

Your resident assistants are glad to help you whenever you need a sympathetic ear, or a word of friendly advice. In turn, they rely on your cooperation in making our residence halls comfortable, friendly places in which to live.

MAINTENANCE STAFF

Each residence hall has a janitor and two housekeepers. These people maintain all public areas - lounges, recreation rooms, bathrooms, laundry rooms, hallways, etc. The janitor makes all minor repairs.

HOUSING INFORMATION

ROOM FURNITURE

Each room is equipped with beds with mattress pads, desks, desk chairs, dressers, waste baskets and a floor lamp. There are venetian blinds on the windows. Students provide their own study lamps, bedspreads, blankets, pillows and curtains.

LINEN SERVICE

The College supplies one clean sheet, pillowcase, washcloth and two towels weekly.

ROOM KEYS

When you register for the residence halls, you will sign out a room key. Duplicate keys are issued through your resident assistants at a cost of \$1.00.

ROOM DAMAGE

You are held responsible for any damage to your room or its contents. When you check into your room, you will receive a room damage inventory card. Be alert to any existing damage and note it in detail on this card. You are held financially responsible for any damage not noted on the card. The entire hall population is held responsible for damage to public areas.

ROOM AND BOARD PAYMENTS

Room and board payments are due by semester. Please check your housing contract to determine the due date for each payment. Failure to make payment as scheduled will result in the charging of a late fee of \$5.00.

ROOM CLEANING

Beds must be made daily and your room thoroughly cleaned at least once a week. You will find brooms, mops and dust pans on each floor to aid you in keeping your room as neat as possible.

ROOM CONTENT REPAIR

Any needed repairs in your room should be routed to your hall janitor. You will find a "Fix-It" box at the front desk. Leave a note for your janitor explaining the difficulty and indicate your name and room number.

ROOM TEMPERATURE

Extremes in temperature in your room should be brought to the attention of the resident assistant on your floor who will contact the proper department.

ROOM INSPECTION

Student rooms on and off campus will be visually inspected or entered by authorized College personnel for sanitation and cleanliness only after prior and proper notification to the student has been made, and that the student decide whether to be present or not. If safety regulations or proper maintenance necessitate entry or inspection, and proper notification to the student cannot be made, then permission must be obtained first from the Head Resident or person in charge. If such entry or inspection is necessary, the student will be informed, as soon as possible, that such entry or inspection has occurred.

PERSONAL PROPERTY

The College cannot accept responsibility for any losses of personal property. The best way to avoid such loss is to keep your door locked whenever you are out. Report any losses to your resident assistant immediately.

WITHDRAWAL FROM THE HALL

If you are moving out of the hall, be certain to alert your resident assistant. Before leaving the hall, you must complete your room damage inventory card, return your key, linen and meal ticket.

Be certain to check with the registrar, Room 227, Administration Building, for procedure if you are withdrawing from the College.

FIRE ALARM SYSTEM

In each room there is a bell-shaped object which is a fire detector. Our fire alarm system is connected with the Cortland Fire Department and when the fire alarm is set off, every piece of fire equipment is dispatched to the Hall. It is for this reason that you must *not* in any way tamper with this detector.

Be advised that anyone found tampering with the fire alarm system is subject to disciplinary action by the College, as well as the penalty described below in accordance with the State Penal Law regarding false alarms.

FROM STATE PENAL LAW - MALICIOUS MISCHIEF - Sec. 1424 False Alarms of Fire:

INTERFERENCE WITH FIRE ALARM SYSTEMS:

Sub-division #1 — Any person who shall willfully give any false alarm of fire . . . shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year, or by a fine of not more than \$1,000, or both such fine and imprisonment.

Sub-division #2 — Any person aiding or abetting in the commission of any of the acts described in Sub-division #1 of this Section shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year or by a fine of not more than \$1,000, or by both such fine and imprisonment.

FACILITIES OF THE RESIDENCE HALL

LOUNGES

Each hall has a public lounge on the main floor. Here girls congregate for small group discussions, to hear speakers and to entertain their parents and friends. Some lounges are equipped with TV, stereos and pianos for the pleasure of the residents.

RECREATION AND KITCHENETTES

Recreation rooms are located on the basement, second and third floors (except Cheney and DeGroat Halls). These rooms are for the use of residents only. Some of the recreation rooms have kitchenette units comprised of a stove, sink and refrigerator.

LAUNDRY

Each hall has a laundry room containing automatic coin-operated washers (35c), dryers (free of charge), laundry sinks, drying racks and ironing boards. Please note and follow instructions for the use of the appliances. Report any difficulties with appliances to your resident assistant.

MAIL

You will be assigned a mailbox in your hall when you arrive. As soon as possible send your box number to your family and friends so that they can address your mail correctly and eliminate any delay in delivery. Mail is delivered to the residence halls once each day. Your mail should be addressed as follows:

Miss Jane Doe
Box
. Hall
State University College
Cortland, New York 13045

If you should receive a package, a "package slip" will be placed in your box. You may pick up your package at the Reception Desk. In Cheney and DeGroat, packages may be claimed in the mailroom during posted hours each evening.

TELEPHONES

Each student room has its own telephone and individual number. It is important, therefore, that your parents and friends know this number so they can call you direct. Your telephone number will be given to you at the time you are assigned to a room in a residence hall. The number consists of the exchange (753) plus your extension number (xxxx). To reach this phone from outside the campus system, the entire number must be dialed. The area code is 607. This same phone can be used to call any of the other approximately 1,500 phones on the campus by dialing the last four digits.

Because you will have your own phone that undoubtedly will be used for long distance calling, it is imperative that you maintain some control over its use. Do not leave your room unlocked when you are gone for long periods of time as you will be billed once a month for all long distance calls made from your extension.

These bills for long distance calls are payable in the Business Office within 10 calendar days and one of the persons in your room will be designated as the one responsible for paying all toll calls made from your phone. This person will have to collect, therefore, from the other occupant(s) of the room.

VENDING MACHINES

Several vending machines are provided for "pick-me-ups" and snacks. If you find a machine out of order, place a sign on it. In addition, place your name, box number, and amount of money lost on a slip of paper and tape it on the machine. The repairmen will return your money within a few days.

DINING FACILITIES

Residents of Cheney and DeGroat Halls dine in the Brockway dining hall. The residents of all other halls will dine in Neubig and the new dining hall. Your meal ticket is not transferable. The dining hall is set up on a cafeteria basis. Please do not cut in line.

A.W.S. has recommended dress standards for the dining halls. They are as follow:

Breakfast: Monday through Sunday: casual attire (bermudas and slacks)

Lunch: Monday through Friday: school dress (skirts, sweaters, blouses, dresses, etc.)

Saturday: casual attire

Sunday: Sunday dress (heels, suits, dresses)

Dinner: Monday through Thursday: school dress

Friday and Saturday: casual attire

Pincurls and curlers are never allowed in the dining hall.

SERVING HOURS

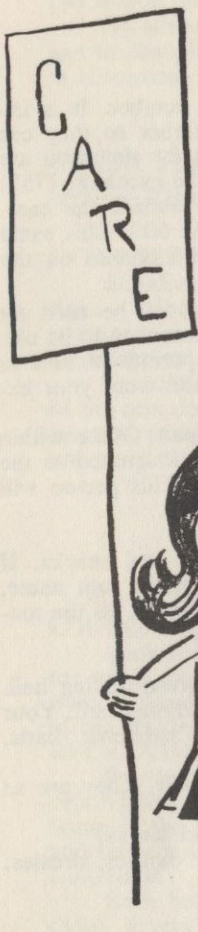
Breakfast: Monday — Saturday, 6:45 - 9 a.m., Sunday, 10 a.m. - 2 p.m.

Lunch: Monday — Friday, 11 a.m. - 1:30 p.m., Saturday, 11:30 a.m. - 1:30 p.m.

Dinner: Monday — Friday, 4:30 - 7 p.m., Saturday, 5 - 6:30 p.m., Sunday, 4 - 6 p.m.

If you are ill, you or your roommate may obtain a sick tray slip from the resident assistant. This slip will enable your roommate or friend to bring a tray to you from the dining hall. You are responsible for returning the tray the next day. If you receive a sick tray, you may NOT sign out for the evening.

RESIDENCE HALL GOVERNMENT



Each residence hall elects its own student officers and floor chairmen. Elections, through petitions for all officers and Association of Women Students representatives, are held during the first two or three weeks of the semester. You will receive more information from your resident assistants and members of the A.W.S. Executive Council at the time of elections.

The president, vice president, secretary, treasurer and floor chairman comprise House Council, which serves as the governing body of your living unit. Working within the framework established by A.W.S., each House Council works to promote harmonious living among the residents of the Hall.

In addition to the House Council officers and floor chairmen, each floor elects an A.W.S. representative to act as liaison between the floor and the A.W.S. Assembly. This representative is a member of that Assembly and attends its weekly meetings.

House Courts are the judicial bodies within each hall, with its members elected early in the fall. It is the responsibility of this group to interpret the rules and regulations to the girls within the hall and to adjudicate when any infractions occur.

One of the major purposes of House Court is to educate the women in each hall to better understand why there are certain rules and regulations.

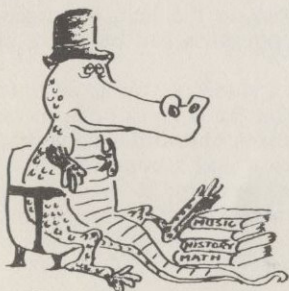
Each residence hall also will form special committee groups. The goals of such committees will be to foster better social and cultural opportunities within the hall. It is hoped that you will take an active part in helping to establish the most stimulating environment possible.

RULES AND REGULATIONS

Group living of any kind necessitates some rules to ensure smooth operation and harmonious relationships within the particular unit. The rules you will be living by at Cortland, for the most part, were made by students themselves.

To contribute your best to the group situation, you must know what is expected of you as a student, as a young adult and as a member of your College community. Your Student Handbook outlines these expectations. You are encouraged to learn more about any regulation which confuses you or which you feel can be improved upon. Constructive criticism is always welcome.

The following rules have evolved from residence hall living; you are asked to observe them, making life more pleasant for you and for those around you.



SORRY, NO PETS

- * Consumption OR possession of alcoholic beverages in or around the residence halls is prohibited by College regulations. In addition, empty beer or liquor bottles are not to be displayed in any Residence Hall.
- * Turtles and goldfish are the only pets allowed in Residence Halls.
- * Furniture in lounges may not be moved to student rooms.
- * If you keep food in your room, it must be kept in tightly closed plastic and metal containers.
- * Heating and cooking appliances, electric blankets and sunlamps are not permitted. Irons are to be used only in those areas so designated.
- * Thumb tacks and scotch tape may not be used on doors or walls.
- * Gambling of any kind is prohibited by College regulations.
- * Trunks must be packed and unpacked on the ground floors. Space is provided in each building for trunk storage.
- * The possession of firearms, knives, axes, or any other deadly instrument is strictly forbidden.
- * Only the main front door of your residence hall is used after 8 p.m.
- * Your window blinds should be pulled at dusk to cut down on any problem of "Peeping Toms".
- * To protect you from unreliable and illegal peddlers, no unauthorized soliciting is permitted. Report any solicitors to the resident assistant on duty.
- * Men are permitted only in public areas on the main floor.

RESIDENCE HALL STANDARDS

QUIET HOURS

Courtesy hours are in effect 24 hours a day. Official quiet hours are observed from 7 p.m. until 7 a.m. Monday — Thursday.



The final responsibility for creating a sound study and sleep atmosphere is yours. You are expected to be considerate of others. In addition, it is expected that if the activities of your fellow residents are annoying, you will maturely draw this to their attention. A pleasantly worded request can work miracles.

DRESS AND CONDUCT

Proper attire, of course, depends on the occasion. Wherever you go, you are judged by your appearance. When attending classes skirts, blouses, knee socks and sweaters are most appropriate. When relaxing in the hall, bermudas, slacks and sweatshirts are quite in order. Robes, PJs, pin curls and bare feet are NOT permitted in public areas.

Personal conduct of the highest caliber is expected of you at all times. Cortland likes young love, but "huggin' and kissin'" on the campus or in the residence halls creates a situation and atmosphere embarrassing and difficult for others.

A copy of **CAMPUS CUES** by Irene Pierson and a copy of Amy Vanderbilt's **COMPLETE BOOK OF ETIQUETTE** are available to you for your questions regarding various social situations. See your resident assistant if you wish to borrow one of these books.

YOU AND YOUR ROOMMATE

Perhaps your roommate will be one of your closest friends by the end of this year, perhaps not. At any rate, the relationship you establish with her will be important to you. You can have a very pleasant year living together, even if you are complete opposites.

Part of the social growth provided by residence hall living consists of learning to get along with those of different backgrounds, interests and personality. Don't let differences scare you. Instead, allow the differences you discover in one another to enrich your relationship. Certainly no two people are identical in their likes, dislikes, way of living or study habits. Each of you will wish to show consideration toward one another and a willingness to compromise where the situation warrants it.

Attempt to solve any difficulties that may arise in your relationship in a mature manner. The approach you use will be important as none of us wishes to feel she is being criticized.

Requests for room changes are given consideration at the end of the first quarter by your Hall Director.



Your Roomie